

**Children's World Learning Center**  
Greenville Blvd - University Medical Park – Arlington Blvd.- Vidant Medical Center

## Application for Employment

Equal access to programs, services and employment is available to all persons without regard to race, color, religion, sex, age national origin, physical or mental disability, marital status, status as a veteran or membership in any other group protected by law in accordance with applicable federal, state and local laws. When requested, specific reasonable accommodations will be made for individuals with disabilities throughout the selection process.

Position Applied For: \_\_\_\_\_ Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Name: \_\_\_\_\_ Driver's License# \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**EDUCATION AND FORMAL TRAINING:**

School	Name and Location	Course of Study	# Credits	Degree	Date
High School					
College					
Other					

Please check all that apply:

Early Childhood Credentials \_\_\_\_ Administrative I & II \_\_\_\_ DCDEE Qualification Letter \_\_\_\_ Date \_\_\_\_

Other Certifications: ITS-SIDS \_\_\_\_ CPR \_\_\_\_ First Aid \_\_\_\_ Professional Certification Level \_\_\_\_

Commercial Driver's License (CDL)  Yes  No Do you have any traffic violations?  Yes  No

Are you over 18?  Yes  No Are you over 21?  Yes  No

Have you applied with us before?  Yes  No Date \_\_\_\_\_ When could you begin? \_\_\_\_\_

Availability:  Full Time  Part Time  Substitute Salary Desired \$ \_\_\_\_\_

**HOURS AVAILABLE:**

Monday	Tuesday	Wednesday	Thursday	Friday

Are you legally eligible for employment in this country? .....  Yes  No

Do you have any pending criminal arrests or charges, or have you had any prior criminal arrests or charges? .....  Yes  No

Have you ever been convicted of other forms of child abuse, or of a violent felony? .....  Yes  No

Have you ever pled "guilty" or "no contest" to, or been convicted of any crime? .....  Yes  No

If yes, please provide date(s) and details: \_\_\_\_\_

Answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as state of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Are you willing to submit to a drug test? .....  Yes  No

**WORK EXPERIENCE** – Please list your last three employers starting with the most recent. Attach additional sheets if necessary to show experience relevant to the position for which you are applying.

Date Start	Date End	Employer
Job Title		Address
Supervisor & Title		Summarize the nature of work performed and job responsibilities.
Phone Number		
May we contact for a reference?		
Reason for leaving		Part time/Fulltime Hourly rate/salary Start: \$                      Per                      Final: \$                      Per

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**PROFESSIONAL REFERENCES:**

Name	Address	Phone Number

**CERTIFICATION AND SIGNATURE:**

I understand that any oral or written statement that is false, fraudulent or misleading that is contained in this application or attached materials or made in the course of any related employment process, whether made by me or by other at my request, will result in rejection of my application and possibly prosecution for a crime. I further understand that I must prove that I am authorized to work in the United States if I am hired. I authorize Children’s World Learning Center to verify the employment and education information provided on this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_